

## REGULAR COUNCIL MEETING FEBRUARY 11, 2019 7:00 P.M.

The meeting was opened by announcing this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office and on the City's website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov). Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Fred Horne, Alderman Kittel, Ard, Jackson, Montello, Zajkowski and Volkert

The Pledge of Allegiance was recited.

Alderman Jackson moved to adopt the agenda as amended, seconded by Alderman Kittel and carried.

### **Public Comment**

### **Consent Agenda**

1. Approval of the Minutes from the Previous Regular Council Meeting, January 14, 2019
2. Applications for Temporary Class B Beer from Knights of Columbus at 155 East Fourth Street for March 10, 17, 24, 29, 31, April 5, 7, 14, 21, 26, 28, May 5, 12, 19, July 12, 13, 2019
3. Application for Amplification Permit from New Richmond Area Chamber:
  - a) Mary Park on June 7, 2019, 5:00 to 9:00 p.m. and June 8, 2019, 9:00 a.m. to 4:00 p.m.
  - b) Cyclone Park on July 11, 2019, 5:00 p.m. to midnight; July 12, 2019, 9:00 a.m. to Midnight July 13, 2019 9:00, a.m. to midnight; and July 14, 2019, noon to 6:00 p.m.
4. Application for Street Use Permit from New Richmond Area Chamber:
  - a) Green Avenue from Hughes Street to Mary Park Entrance – June 7, 2019, 3:00 p.m. to 10:00 p.m.  
And June 8, 2019 from 8:00 a.m. to 6:00 p.m.
  - b) Campus Drive from Wisconsin Avenue to Homestead Drive - July 11- 14, 2019

5. Payment of VO#63068 through VO#63196 totaling \$433,908.17 plus electronic fund transfers totaling \$9,716,939.67 for a grand total of \$10,150,847.84

General Fund	\$9,846,860.93
Impact Fees Fund	6,665.00
Cemetery Fund	511.96
CDBG – Housing	587.50
Debt Service Fund	6,254.216
Capital Projects	186,811.52
Capital Replacement Fund	36,446.56
Landfill Cleanup Fund	5,711.21
Storm Water Utility	27,995.20
Park land Trust Fund	19,737.87
Tax Agency Fund	13,190.88
Recycling/Compost/Yard Waste	75.00

6. Park Donations:  
Travis Helland: \$800 (Legacy Bench – In Memory of Sheli Jirik)  
Steven & Paula Bilitz: \$50 (Tim Peters Memorial – Nature Center)  
J.A. Counter: \$2,500 (Citizens Field Scoreboard)  
Johnson Motors: \$2,500 (Citizens Field Scoreboard)  
Bremer Bank: \$500 (Citizens Field Advertising)  
Gibby's Lanes: \$500 (Citizens Field Advertising)  
Frontier Ag & Turf: \$500 (Citizens Field Advertising)  
Federal Foam Technologies: \$700 (Citizens Field Advertising)  
Guinn, Vinopal & Zahradka LLP: \$500 (Citizens Field Advertising)
7. Department Reports - Administration, Finance, Planning, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

Alderman Ard moved to approve the consent agenda as presented, seconded by Alderman Kittel and carried.

**Plan Commission Recommendation – Certified Survey Map - Christensen**

The Plan Commission recommended approval of the Certified Survey Map from Harvy Christensen Sr. for property located at 1488 County Road K, New Richmond, WI 54017. The CSM will divide a 22-acre parcel into two lots; Lot 1 will be 0.568 acres and Lot 2 will be 21.432 acres. The Plan Commission recommended approval of this CSM with the following conditions:

1. The CSM shall be revised to indicate the building setbacks of Lot 2 per Section 117-18.E of the City Code of Ordinances.
2. A document establishing the rights and responsibility for shared use of driveways within the access easement, including a termination clause if street construction occurs, shall be drafted and recorded with the CSM.
3. The applicant shall receive a driveway permit from St. Croix County prior to any construction of a driveway.
4. A deed restriction shall be recorded stating that Lot 2 shall not be further subdivided without provision of local street access to existing and proposed lots; additional direct access to County Road K in the future for any new lots shall be prohibited.
5. Lot 1 shall be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for any and all connection charges and fees. A well operation permit is required per Section 86-135.C of the City Code of Ordinances if the well owner wishes to continue to operate a private well to serve the barn or mobile home located on Lot 2. If the well is to be abandoned, the abandonment method shall comply with Wis. Adm. Code Chapter NR 812 and Section 86-135 of the City Code of Ordinances.
6. The property at 1492 County Road K shall be required to connect to the City public water distribution on or before December 31, 2023. The property owner shall be responsible for any and all connection charges and fees.
7. The subdivider, and his heirs and assigns, shall, by written plat restriction, agree to abandon the interim sewage facilities and connect to the City public sewerage facilities upon a determination by the Director of Public Works that such facilities are available for feasible connection. The Director of Public Works has determined that connection to public sewerage facilities is not currently feasible. Design information for the existing septic system shall be submitted for review by the Director of Public Works. The existing septic system shall also be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space for a drainfield site.
8. The CSM shall be revised to provide for a 5-foot wide drainage and utility easement on the interior lot lines of Lot 1 and Lot 2, per Section 117-41 of the City Code of Ordinances.

Alderman Montello moved to approve the recommendation from the Plan Commission, seconded by Alderman Ard and carried.

### **Plan Commission Recommendation – Certified Survey Map - Skoglund**

The Plan Commission recommended approval of the Certified Survey Map from Skoglund Properties for property at 729 North Knowles Avenue with the following conditions:

1. The proposed CSM shall be revised to show the approximate building setbacks, per City Code 117-20.G.
2. A document establishing the rights and responsibilities for the shared-use driveway on North Fourth Street shall be drafted and recorded with the CSM.
3. All utility issues are subject to review and approval of the Public Works Director.

Alderman Zajkowski moved to approve the Certified Survey Map for Skoglund Properties LLP with the conditions listed, seconded by Alderman Jackson and carried.

### **Plan Commission Recommendation - Certified Survey Map – City of New Richmond**

The Plan Commission recommended approval of the Certified Survey Map from City of New Richmond for property in the Business & Technical Park on St. Croix Avenue with the following conditions:

- 1) All utility issues are subject to review and approval of the Director of Public Works and Electric Superintendent.
- 2) All grading, drainage, and erosion control issues are subject to review and approval of the Director of Public Works.
- 3) The CSM shall be revised to provide a 10-foot wide utility easement along the rear lot line of Lot 3, and a 5 foot wide easement along the east side of lot line of Lot 4. All side lot line utility easements shall be revised to be 5 feet in width.

Alderman Zajkowski moved to accept this recommendation, seconded by Alderman Jackson and carried.

### **Freedom Park Trail Design**

There are 5,000 feet of trail to be completed at Freedom Park according to the original park master plan. The Park Board feels this is a high priority. They recommend hiring Short Elliott Hendrickson for the design and construction staking for the trail at a cost of \$23,900, with the funds coming from park impact fees.

Discussion followed regarding permit expiration dates. Alderman Montello moved to accept this recommendation from the Park Board to approve the contract with Short Elliott Hendrickson for \$23,900, seconded by Alderman Kittel and carried. Staff will talk to Short Elliott Hendrickson to verify permit expirations before any permits are paid for.

### **Surplus Computer and Office Equipment**

City Staff have several old computers and office equipment that should be recycled. Staff recommended declaring the following equipment as surplus City property and authorizing City staff to recycle them: Computers (x16), Laptops (x6), Computer Monitors (x25), Monitor Stands, Printers (x2), Phones (x4), Cell Phones (x10), Keyboards (x15), Computer Mouse (x15), Cameras (x2), VCR (x2), Headphones (x6), Phone Headsets (x4 boxed), TV (Tube Style), 18 Port Switches (x2), Tape Recorders, Typewriter, Calculator, Wireless Router, Label Maker, AV Equipment, Barcode Scanner, Hard drives (x8), Police Squad Car Video Equipment (x4 boxes), AED Batteries (x4), Water Meter Readers (x3), Power Cables (1 box), Printer Cables (1 box), Monitor Cables (1 box), Microwave (x2), Batteries, Dehumidifier (x2), Laminator, Coiling Machine, Toaster, Toaster Oven, Electric Grill, Paper Shredder and Other Minor Miscellaneous items. Alderman Ard moved to declare the items listed as surplus equipment and authorize staff to recycle it, seconded by Alderman Jackson and carried.

### **Assessor RFP Process**

The draft Assessor RFP has an emphasis on communication and clarifies the assessment method for 2020 will be a full revaluation, requiring attempts to gain entry into homes. The proposed timeline is to publish the RFP on February 21, 2019 and have the proposals due on April 8, 2019. Interviews will be done on April 22, 2019 and the contract will be awarded on May 13, 2019. Alderman Montello moved to approve the draft Request for Proposals for Assessment Services for Publication, seconded by Alderman Jackson and carried.

### **Investment Advisor Recommendation**

We currently have \$3.9 million in funds managed by Morgan Stanley. These need to be transferred to new management by March 31, 2019. An RFQ was published in December soliciting proposals from qualified firms. Six proposals were received and three of the firms were interviewed, including Dana Investment Advisors, Ehler's Investment Services, and Prudent Man Advisors Incorporated. Staff recommended approval of Dana Investment Advisors to serve as the City's investment advisor. Discussion followed. Alderman Montello moved to assign custodial agent to Charles Schwab, seconded by Alderman Ard and carried. Alderman Montello moved to have Dana Investment Advisors serve as custodian, seconded by Alderman Ard and carried.

### **Resolutions #021901 and #021902 Designating Depository**

Alderman Montello offered the following resolutions and moved for their adoption, seconded by Alderman Ard and carried.

#### **RESOLUTION #021901**

#### **RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR SCHOOL DISTRICT MONEYS**

(Complete copy on file in the Clerk's office)

#### **RESOLUTION #021902**

#### **RESOLUTION DESIGNATING PUBLIC DEPOSITORY FOR MISCELLANEOUS PUBLIC ACCOUNTS AND AUTHORIZING WITHDRAWAL OF PUBLIC MONEYS**

**CITY OF NEW RICHMOND, WISCONSIN**

(Complete copy on file in the Clerk's office)

### **Whispering Prairie Outlot 1 – Quiet Title**

Outlot 1 was omitted from the tax deed when it was obtained by St. Croix County in 2013. It is desirable for the City to take title of Outlot 1 for maintenance and drainage purposes. The site is not buildable. Nick Vivian, City Attorney, has attempted to contact the property owners requesting they execute a quit claim deed. Staff recommends moving forward with a declaratory action requesting the Court to declare the City fee owner of Outlot 1. Discussion followed. Alderman Montello moved to proceed with the declaratory action, seconded by Alderman Ard and carried. After more discussion, Alderman Zajkowski moved to table this issue, seconded by Alderman Ard and carried.

### **Agenda Management Software/Video Manager**

In 2018, the City held over 100 public meetings that require agendas, memos and supporting documentation. The current process for assembling the agendas is very time consuming. Staff have researched technology options to increase efficiency and improve access and transparency through the agenda and minute process. A group demonstration was held. The consensus of the group was to recommend purchasing iCompass software and video manager, not to exceed \$10,500 annually, contingent upon legal review of the contract. Alderman Ard moved to proceed as recommended by staff with iCompass software and video manager, seconded by Alderman Kittel and carried.

### **Police Department Hail Damage Repairs**

The Police Department received hail damage to the roof and siding of their building. The City has 24 months from the date of the damage to make the repairs and have them covered under insurance. Repairs had been postponed as the Capital Improvement Plan for 2019 was discussed. Staff is recommending approval of the RFP for asphalt shingle roof replacement and seamless steel siding replacement. Alderman Zajkowski moved to approve the RFP for both shingles and siding, seconded by Alderman Jackson and carried.

### **Public Works Winter Maintenance Operations Policy**

The Public Works Committee recommended approval of the winter maintenance operations policy as presented. The policy details responsibilities, communications, priorities, and procedures used to mitigate winter related conditions. The policy replaces prior written and unwritten policies, but does not change any existing ordinances for winter sidewalk maintenance and parking control. Alderman Montello moved to approve the Public Works Winter Maintenance Operations Policy and to let the Public Works Department know they are doing an awesome job, seconded by Alderman Ard and carried.

### **Next Work Session will be on February 26, 2019, at 4:30 p.m.**

### **Communications and Miscellaneous**

Tuesday, February 12, 2019 is NRPD K-9 Burger night at Champ's from 5:30 to 8:30 p.m. The Knowles Avenue Corridor Open house will be on Tuesday, February 19, 2019 at the New Richmond 8 Theater from 5:30 to 7:00 p.m.

### **Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) – TIF #5, seconded by Alderman Jackson and carried.

### **Open Session**

Alderman Ard moved to approve the purchase agreement and development agreement as discussed in Closed Session, seconded by Alderman Jackson and carried.

Alderman Ard offered the following resolution and moved for its adoption:

#### **RESOLUTION #021903**

#### **RESOLUTION AUTHORIZING SALE OF REAL ESTATE**

WHEREAS, the City of New Richmond is the owner of real estate described as:

Located in the NW ¼ of the NE ¼ and in the NE ¼ of Section 10, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; being lot 1 of CSM recorded in Volume 26, Page 5970, Document #986689. More specifically, Lot 3 of a CSM to be recorded. Containing 1.83 acres.

WHEREAS, the City has entered into an Offer to Purchase and Sale Agreement with Dance Explosion LLC, Whereby the City would sell this parcel to Dance Explosion LLC and

WHEREAS, all necessary contingencies have been met and the transaction is ready to be closed.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New Richmond as follows:

1. That the City shall proceed with the sale of the real estate to Dance Explosion LLC
2. That Mayor, Frederick Horne, and City Clerk, Tanya Batchelor, are authorized to execute all documents necessary to complete the sale of the property.

Motion was seconded by Alderman Jackson and carried.

Alderman Ard moved to adjourn the meeting, seconded by Alderman Kittel, and carried.

Meeting adjourned at 8:30 p.m.

Tanya Batchelor  
City Clerk